



COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

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DONALD L. WOLFE, Director

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P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460

August 11, 2005

IN REPLY PLEASE

REFER TO FILE: **PM-3**

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**CENTINELA AREA PROBATION OFFICE AND BUILDING AND SAFETY
FIRESTONE DISTRICT OFFICE REPLACEMENT PROJECT
AWARD SUPPLEMENTAL AGREEMENT - SPECS. 6657; C.P. 69272
SUPERVISORIAL DISTRICT 2
4 VOTES**

**JOINT RECOMMENDATION WITH THE CHIEF ADMINISTRATIVE OFFICER THAT
YOUR BOARD:**

1. Approve the project scope revisions for the Centinela Area Probation Office Replacement project to include a Public Works Building and Safety District Office.
2. Approve the enclosed appropriation adjustment that transfers \$2,595,000 from Various Public Works Office Space Refurbishments, Capital Project 86708, to the Centinela Area Probation Office and Building and Safety Firestone District Office Replacement project, C.P. 69272.
3. Award and authorize the Director of Public Works to execute a Supplemental Agreement with Ted Tokio Tanaka Architects to provide architect/engineer services for the inclusion of the Public Works Building and Safety Firestone District Office into the Centinela Area Probation Office Replacement project for a not-to-exceed fee of \$225,000 funded by net County cost, and establish the effective date following Board approval.
4. Approve the revised total project budget of \$16,758,000.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended Architect/Engineer Services Supplemental Agreement with Ted Tokio Tanaka Architects will provide design services to incorporate the Building and Safety Firestone District Office into the Centinela Area Probation Office Replacement facility.

On February 15, 2005, your Board approved an Architect/Engineer Services Agreement with Ted Tokio Tanaka Architects to provide design for a 30,000-square-foot building to replace the Centinela Area Probation Office. The architect validated Probation's needs assessment and recommended a 25,000-square-foot building. Subsequently, Public Works identified a need to relocate the Building and Safety Firestone District Office, and we are recommending that the remaining available 5,000 square feet be used for the Building and Safety office. The total building will remain at 30,000 square feet.

The existing Building and Safety office is located on the 2nd Floor of the County-owned, Florence-Firestone Community Service Center at 7807 South Compton Avenue. The 1,600-square-foot office has a staff of 12 employees that provide building plan check and code enforcement services for the unincorporated communities of Athens, East Rancho Dominguez, Florence, Firestone, and Willowbrook.

The existing office space is inadequate to provide the desired level of customer service. The public counter and lobby areas are extremely small and lack public amenities. The employee work area is overcrowded, and there is insufficient file and plan storage space. In addition, on-site staff and visitor parking is inadequate.

The new district office will accommodate a staff of 21 employees and would greatly enhance the level of customer service by including features such as a public counter with sit-down service, kiosk/computer work station, and a conference and training room. The new location is freeway convenient and will provide sufficient visitor parking. The increased space will allow Public Works to maintain services to the Florence-Firestone area and better serve the communities of Baldwin Hills, Del Aire, Ladera Heights, Lennox, Marina Del Rey, View Park, and Windsor Hills, which are currently served from Public Works' Lomita District Office.

Following completion of construction documents and jurisdictional approval, we plan to return to your Board to authorize the architect's construction administration services, adopt plans and specifications, and advertise for bids to construct the project.

Implementation of Strategic Plan Goals

These actions meet the County Strategic Plan Goal of Organizational Effectiveness as they will enhance operations to provide better service to the community.

FISCAL IMPACT/FINANCING

On February 15, 2005, your Board approved a preliminary project budget of \$12,924,000 for the 30,000-square-foot Centinela Area Probation Office Replacement project and approved a Consultant Services Agreement for a not-to-exceed fee of \$704,000 with Ted Tokio Tanaka Architects.

Through the programming phase, the project scope has been further refined and a programmatic cost estimate was conducted. The preliminary project budget of \$12,924,000 has increased by \$3,834,000 for a total amount of \$16,758,000. The increase is due to the inclusion of the Building and Safety office, construction phasing cost, and construction cost escalation. The updated cost estimate includes plans and specifications, plan check, construction, furniture and equipment, consultant services, miscellaneous expenditures, and County services.

The project is funded from \$14,163,000 in prior year net County cost and \$2,595,000 in Public Works building plan check fees, which will be transferred to C.P. 69272 from the Various Public Works Office Space Refurbishments, C.P. 86708, upon approval of the enclosed appropriation adjustment.

The revised Project Schedule and Budget Summary is included in the Enclosure.

Operational Financing

The project scope is a new replacement facility for the Building and Safety Firestone District Office and, therefore, any increases in ongoing operational costs will be absorbed by Public Works.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

A standard Supplemental Agreement, in the form previously approved by County Counsel, will be used. The existing Consultant Services Agreement with Ted Tokio Tanaka Architects includes the standard Board-directed clause that provides for termination of services, renegotiation, hiring qualified displaced County employees, GAIN/GROW, Safely Surrendered Baby Law, Contractor Employee Jury Service Program, and Child Support Compliance Program.

ENVIRONMENTAL DOCUMENTATION

Awarding this Supplemental Agreement will have no environmental impact. The appropriate environmental documentation will be completed prior to returning to your Board to request authorization to construct the project.

CONTRACTING PROCESS

On August 24, 2004, the Architectural Evaluation Board (AEB) recommended 14 firms to be considered for this project. On October 18, 2004, proposals were requested, and seven firms submitted proposals. The proposals were evaluated by a panel of members from the Chief Administrative Office (CAO) and Public Works and Ted Tokio Tanaka Architects was found to be the firm best qualified to perform these services.

This AEB process was established by your Board to ensure that firms are selected on an equitable and impartial basis to provide design services. In addition, as requested by your Board on February 3, 1998, the Request for Proposals was posted on the Doing Business with Us website on October 7, 2004, for subcontracting opportunities.

Following Board approval, Public Works executed an Agreement with Ted Tokio Tanaka Architects to provide design services for a total not-to-exceed fee of \$704,000.

Currently, additional design services are required to add the Building and Safety District Office to the project. Ted Tokio Tanaka Architects has agreed to provide the additional services for a total not-to-exceed fee of \$225,000. The negotiated fee has been reviewed by Public Works and is considered reasonable for the scope of work.

Ted Tokio Tanaka Architects' Community Business Enterprises participation data and three-year contracting history with the County are on file with Public Works.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

There will be no negative impact on current County services or projects during the performance of the recommended services.

The Honorable Board of Supervisors
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CONCLUSION

Please return one adopted copy of this letter to the CAO (Capital Projects Division) and Public Works.

Respectfully submitted,

DONALD L. WOLFE
Director of Public Works

DAVID E. JANSSEN
Chief Administrative Officer

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Enc.

cc: Auditor-Controller
County Counsel
Department of Public Social Services (GAIN/GROW Program)
Office of Affirmative Action Compliance
Probation Department

August 11, 2005

ENCLOSURE

**CENTINELA AREA PROBATION OFFICE AND
BUILDING AND SAFETY FIRESTONE DISTRICT
OFFICE REPLACEMENT PROJECT
AWARD SUPPLEMENT AGREEMENT
SPECS. 6657; C.P. 69272**

I. PROJECT SCHEDULE

Project Activity	Completion Date	Revised Completion Date
Project Needs Assessment	01/10/05*	01/10/05*
Core and Shell Design		
Contract Execution	02/22/05*	02/22/05*
Project Program	03/21/05	07/28/05*
Construction Document Submittal	10/24/05	02/10/06
Jurisdictional Approval	11/28/05	03/31/06
Construction Bid and Award	03/20/06	07/15/06
Construction		
Substantial Completion	01/24/07	05/31/07
Acceptance	02/07/07	07/30/07
Tenant Improvement Design		
Construction Document – Submittal	04/17/06	08/04/06
Jurisdiction Approval	06/26/06	09/29/06
Construction Bid and Award	10/16/06	01/12/07
Construction		
Substantial Completion	07/16/07	09/27/07
Acceptance	08/14/07	11/29/07

* Indicates completed activity

II. PROJECT BUDGET SUMMARY

Budget Category	Project Budget	Impact of this Action	Revised Proposed Budget
Construction			
a) Construction	\$ 7,681,000	\$ 2,826,000	\$10,507,000
b) Change Orders	\$ 768,000	\$ 283,000	\$ 1,051,000
Subtotal	\$ 8,449,000	\$ 3,109,000	\$11,558,000
Equipment	\$ 350,000	\$ 50,000	\$ 400,000
Plans and Specifications	\$ 855,000	\$ 225,000	\$ 1,080,000
Consultant Services	\$ 220,000	\$ 37,000	\$ 257,000
Miscellaneous Expenditures			
a) Furniture	\$ 935,000	\$ 150,000	\$ 1,085,000
b) Utility Fee	\$ 250,000	\$ 50,000	\$ 300,000
c) Printing/Legal	\$ 50,000	\$ 5,000	\$ 55,000
Subtotal	\$ 1,235,000	\$ 205,000	\$ 1,440,000
Jurisdictional Reviews and Plan Check	\$ 80,000	\$ 8,000	\$ 88,000
County Services	\$ 1,735,000	\$ 200,000	\$ 1,935,000
TOTAL	\$12,924,000	\$3,834,000	\$16,758,000